

**Virginia Department of Historic Resources
Work Plan Implementing the Agency's Strategic Plan and
Statewide Comprehensive Preservation Plan
October 2007-September 2008**

Overview

Mission: Put Virginia's History to Work

To identify, evaluate, register, and help communities and citizens preserve, interpret, and use Virginia's rich historic assets for the economic, educational and cultural benefit of all.

Agency Vision:

By 2016 and the 50th anniversary of National Historic Preservation Act and Virginia Preservation Law, we envision a Virginia where DHR is recognized as the premier agent for fulfilling the historic preservation charge of Article XI of the Virginia Constitution and where people recycle buildings as routinely as they recycle cans and glass.

We envision a future for Virginia where historic places are recognized and managed as valuable and irreplaceable economic, cultural, and educational resources for the benefit of individual property owners, and for the communities in which we live, play, and work. We envision DHR as a nationally recognized historic preservation and customer service agency that provides the tools and the leadership to inspire and assist property owners, developers, local governments and public agencies to ensure that Virginia's historic buildings, districts, sites and other historic properties are appropriately considered in public and private decision-making and effectively preserved and used for the benefit of our communities today and for many generations to come.

DHR's programs support a wide range of public and private efforts to make the most of irreplaceable historic resources that can and should benefit Virginia communities for generations to come.

Statewide Goals Advanced by DHR's Strategic Goals, Objectives and Strategies

- Elevate the levels of educational preparedness and attainment of our citizens.
- Be a national leader in the preservation and enhancement of our economy.
- Engage and inform citizens to ensure we serve their interests.
- Be recognized as the best-managed state in the nation.
- Protect, conserve and wisely develop our natural, historical and cultural resources.
- Ensure that Virginia has a transportation system that is safe, enables easy movement of people and goods, enhances the economy and improves our quality of life.

In this year we are particularly mindful of the statewide priorities set forth by Governor Kaine, in particular:

- Safeguarding Virginia's environment and targeting 400,000 additional acres under permanent protection through the year 2010
- Enhancing transportation
- Encouraging sustainable growth

Toward these ends, the Department has adopted several broad goals and objectives to guide its actions over a six-year period. Each year it undertakes more targeted strategies that address one or more of these goals and objectives.

- Goal I:** Sustain and support communities, organizations, and agencies at all levels in their efforts to make historic resources a viable part of our environment well into the future
- Goal II:** Practice good stewardship, including good care and management and effective use of the information, records, and artifacts that the department holds in trust for the citizens of the Commonwealth
- Goal III:** Get the word out about the value of historic resources in educational and economic success and the tools available to put resources to work

Agency's Objectives and Strategies for 2006-2007

Goal #1:

Sustain and support communities, organizations, and agencies at all levels in their efforts to make historic resources a viable part of our environment well into the future

Objective 1.01

To increase the number of historic resources identified, evaluated, and registered

Overall success toward objective 1.01 will be assessed through the following measures:

- **Numbers of properties added to the DHR historic resource database (Measure Baseline: 170,000 total entries through FY2005; Measure Target: +10,000 by the end of SFY2008)**
- **Number of historic properties listed on the Virginia Landmarks Register and/or National Register of Historic Places. (Measure Baseline: 2377 total at the close of FY2005; Measure Target: +90 in each of SFY2007 & 2008)**
- **Number of historic resources listed on the Virginia Landmarks Register and/or National Register of Historic Places that reflect Virginia's rich diversity (Measure Baseline: 154 total as of SFY 2002; increased to 234 by SFY 2005; Measure Target: +24 by the end of SFY 2008)**

2006-2007 Strategies for Objective 1.01

Survey and Inventory

Projected additions to the inventory:

Architectural Survey	5000 properties added to inventory
Hectares (reconnaissance)	4000
Hectares (intensive)	5000
Archaeological Survey	800 sites added to inventory

Hectares (reconnaissance)	5000
Hectares (intensive)	500

Survey Program Manager with assistance from Cost-Share Survey and Planning Team:

- Further develop program priorities for the Statewide Survey and Planning Cost-Share Program to bring them more fully into alignment with Governor Kaine's initiatives to strengthen the link between land use and transportation and to support open space preservation.
- Coordinate with CLG manager and ORC to ensure that all DHR programs provide similar guidance to local governments and PDCs and support the governor's initiatives.
- Issue a Request for Applications from local governments and planning district commissions interested in undertaking joint survey and planning projects with DHR.
- Enter into agreements with selected localities and commissions to undertake priority projects in 2008-2009, and
- Have projects under contract and underway by October 31, 2008.
- Regional offices will monitor projects selected for funding.

Regional office staff, in coordination with Survey Program Manager and RID, will monitor and bring to completion by June 2008 (unless otherwise noted in contract) the following projects: (Other projects will be funded after July 1, 2008)

- CRPO: Village of Crozet (Albemarle County) Historic District Survey and Planning Report; Halifax County Architectural Historical Book Manuscript; Town of Halifax (Halifax County) Courthouse Historic District Survey and Nomination; Town of South Boston (Halifax County) Historic District Update (survey and nomination amendment).
- NRPO: Arlington County Architectural Survey – Phase 10 Areas of County-wide Survey (project managed by county); City of Fairfax Civil War Sites Survey – Phase 2; City of Fredericksburg Historic District Survey – Phase 2; Loudoun County Survey, PIF, Analysis, and Archaeological Management Plan for the Arcola Slave Quarters; Town of Orange (Orange County) Commercial Historic District and Courthouse Sector Survey
- RRPO: City of Roanoke Individual Properties Architectural Survey; Town of Rocky Mount (Franklin County) Bald Knob Historic District Survey and PIF,
- TRPO: City of Hampton Master Plan Historic Resources Analysis – Survey, PIFs, and Nominations; Hampton Roads Planning District Commission (HRPDC) GIS/DSS Enhancement Project

Regional office staff, in coordination with Survey Program Manager and RID, will initiate, monitor and bring to completion by December 2009 (unless otherwise noted in contract) the following projects:

- CRPO: Culpeper County – County-wide Architectural Survey; Cumberland County -- Transportation corridor survey and study for local designation/design review for Cumberland Courthouse Historic District
- NRPO: Town of Round Hill (Loudoun County) –Survey and NR/VLR Nomination, Round Hill Historic District; City of Winchester – Phase 1 of Three-phased Architectural Survey to Update Winchester Historic District; Town of Hillsboro (Loudoun County) – Architectural Survey, Hillsboro Historic District; Fauquier County - Architectural Survey and NR/VLR Nominations for Five Communities (Orlean, Bristersburg, Calverton, Midland, and Summerduck); Community of Forestville (Shenandoah County) – Architectural Survey and NR/VLR Nomination, Forestville Historic District.

- RRPO: Botetourt County – Countywide Architectural Survey; ; Town of Marion (Smyth County) – Architectural Survey, Expansion Areas of Marion Historic District; City of Radford - Archaeological Phase 1, Arnheim Property; Russell County – Architectural Survey.
- TRPO: Gloucester County (with Charlotte, James City, and York Counties, and City of Williamsburg) – Study of Washington-Rochambeau Revolutionary Route (W3R); Town of Eastville (Northampton County) – Architectural Survey and NR/VLR Nomination, Proposed Eastville Historic District;;City of Chesapeake – Design Guidelines Update for the South Norfolk Historic District;

Regional office staff will promote the need for survey and the Survey and Planning Cost Share Program in the following localities:

- CRPO Amherst, Campbell and Mecklenburg counties
- NRPO City of Alexandria and Culpeper County
- RRPO: City of Bedford, architectural resurvey; Pittsylvania County architectural survey; Scott County architectural survey.
- TRPO Gloucester County; Mathews County; City of Newport News.

Survey Team will oversee and implement:

- Revisions to DHR Survey Manual including updating:
 - “Guidelines for Conducting Cultural Resource Survey in Virginia”
 - Cultural Resource Survey Guidelines to incorporate data entry guidelines for architecture and archaeology in the DSS, or reference separate data entry guidelines prepared by DHR Archives staff
 - Architectural and Archaeological Assessment at the county/city level
 - Maps and tables showing statewide and regional survey coverage
- A roundtable discussion with key consultants and mailing for broad consultant review to fine tune updated Survey Manual (manual to be updated in future on annual basis by Survey Team as needed).
- Refinements to old Cost Share project entries in DHR Project Database.
- A plan for identification and documentation of cultural landscapes (to include support for DHR Easement program as needed), through Survey Team Sub-committee

Regional offices will conduct limited surveys and field-testing to promote professional interest in larger theme studies of significant resources as follows:

- CRPO: Continue to conduct analysis of findings of archaeological investigation at Ft. Christanna in Brunswick County as funding permits; if negotiations with City of Richmond result in Phase II funding being available for the project, continue to oversee archaeological investigation at Lumpkins Jail; continue jasper study. CRPO may also oversee investigations in partnership with the Prince George Historical Society at a Native American site in Prince George county, if funding for the project is received through the historical society.
- NRPO: Continue to provide technical assistance to local governments and organizations relating to Civil War archaeology. Work with the Northern Shenandoah Valley Chapter of the ASV and Civil War collectors to survey and record Civil War sites in the Shenandoah Valley.
- RRPO:Conduct thematic survey of bricks and brickwork, 1790-1890; continue ongoing regional architectural survey with DSS entry. Complete or update 75 DSS records for regional archaeological sites; conduct subsurface assessment of Kentland slave quarters (44MY431) in Montgomery County; complete subsurface assessment of West Fork Furnace in Floyd County.

- TRPO: Continue annual updating of Virginia Company Period Archaeological Assessment for Eastern Virginia through field inspections and archival research.

CRPO will work with APVA and other stakeholders to develop and implement an emergency documentation program for threatened properties. The mission is to form a team of cultural resource professionals willing to field document threatened buildings on a rotating, volunteer basis and establish a deployment system that is efficient, responsive, and equitable.

State and National Registers

DHR will conduct 4 regular joint meetings of the Virginia State Review Board and the Virginia Board of Historic Resources, and a minimum of one board training session with an anticipated target of reviewing 90+ for registration, including all associated public and local government notification, public meetings for all historic districts, and posting nominations and meeting minutes on the agency website.

Property Types	Projection
Districts (includes Amendments)-	15
Buildings-	70
Sites-	2
Structures-	2
Objects-	0
MPDs-	1

The following non-state-owned properties are anticipated for nomination (some may become final in the following annual cycle):

- CRPO: Fairmont Historic District (CLG), City of Richmond; Town of Halifax Historic District(Cost Share); South Boston Historic District Expansion(Cost Share); Woolen Mills Historic District; William Byrd Park, City of Richmond; Edge Hill, Henrico; Southern Stove Works (later plant), City of Richmond.
- NRPO: Springs Valley Rural Historic District, Fauquier County; Hume Historic District, Fauquier County; Catlett Historic District, Fauquier County; Monroe Courts Historic District, Arlington County; Virginia Heights Historic District, Arlington County; and Arlington Heights Historic District, Arlington County
- RRPO: Blacksburg Motor Company, Montgomery County; Salem Ave. Roanoke Automotive Commercial Historic District boundary amendment, Roanoke City; Fieldale Historic District, Henry County; Copeland House, Henry County; Whitewood School, Buchanan County; Spring Valley Rural Historic District, Grayson County; Richlands Tazewell Ave. Historic District, Tazewell County; Bassett Historic District PIF, Henry County.
- TRPO: Old Wythe Historic District, City of Hampton; Pasture Point Historic District, City of Hampton (Cost Share); ; Hobson Historic District, City of Suffolk(diversity; Mathews County Courthouse Complex Update (Cost Share) ; Eastville Historic District; 14 Barron Drive, City of Hampton. Mathews Store, Mathews County; Mahone Tavern, Southampton County; Hungars Plantation Archaeological Site, Northampton County; Arlington Archaeological Site, Northampton County.
- RID and the State Archaeologist will complete Iron Industry nominations and contract for a rewrite of MPD context over winter of 2007/2008?

DHR will continue to pursue World Heritage Listing for the State Capitol Building as part of the Jefferson theme that already includes Monticello. In this work plan cycle, Register staff will

complete in cooperation with Poplar Forest, a combined Application for Inclusion of a Property in the U.S. World Heritage Tentative List.

RID will conduct an anticipated 24 biweekly meetings of the agency inter-disciplinary, inter-division Evaluation Team in support of register nominations, project review, rehabilitation projects, and easements.

The Register staff will scan the Register Manual (operations guide) and post on the DHRnet.

Objective 1.02

To increase the protection and/or rehabilitation and reuse of historic properties for economic and community benefits

Overall success toward objective 1.02 will be assessed through the following measures:

- **Number of historic rehabilitation projects completed and certified by DHR (Measure Baseline: 32 in SFY1997; Measure Target: ≥250 through SFY 2008)**
- **Amount of private dollars invested in historic rehabilitation projects leveraged through state tax credits (Measure Baseline: \$40 million in SFY1997; Measure Target: ≥\$200 million for each of SFY2007/2008)**
- **Total number of historic preservation easements (Measure Baseline: 384 in SFY2005; Measure Target: +12 in each of SFY2007/2008)**
- **Percentage of state and federal projects reviewed within 30 days of receiving completed documentation (Measure Baseline: 81% SFY 2003; Measure Target ≥90% each year)**

2006-2007 Strategies for Objective 1.02

Rehabilitation Tax Credits

Projected FY '07 Statistics:

Federal	
Part 1	160
Part 2	150
Part 3	150
State	
Part 1	250
Part 2	230
Part 3	250

- OPI staff will strive to provide quality customer service and timely review of applications.
- OPI staff will attend at least one educational or training session for professional development.
- OPI will Complete and unveil Economic Impact Study for Rehabilitation Tax Credit Program; OPI staff will make results of study known to General Assembly, Congressional delegation,

program participants and prospective participants, and professional partners through a series of events and publications. OPI staff will develop executive summary document for distribution; the full technical report will be available on DHR's website for downloading.

- OPI will provide quarterly reports to the Department of Taxation detailing the certification of Part 3 applications.
- Revise tax credit applications to track additional, pertinent information, such as state and federal districts, and to make clear that Part 3 application must be submitted within one year of the completion date of the project; evaluate and revise as necessary guidance documents to provide more clarity for project applicants.
- Evaluate regulations for program and draft proposed revised language as necessary. Example: eliminate language stating that CPA "equivalent" may certify qualified rehabilitation expenditure, as there is no professional equivalent.

Easements

- OPI will work proactively to achieve the Governor's goal of protecting an additional 400,000 acres of open space through conservation easements, by facilitating the voluntary donation of at least 12 historic preservation easements per year over the next three years (through 2009).
- OPI will evaluate and update the policies, guidelines, and documents for the easement program to ensure the best stewardship of historic properties and compliance with state and federal law. OPI will draft Policy #8, "Archaeology" in consultation with DHR staff and state-wide archaeology associations, and submit it to the Board for consideration .
- OPI coordinate with the Office of the Attorney General in the review and revision of standard easement documents to ensure compliance with state and federal law, and to provide best language.
- OPI will monitor each easement regularly through owner contact letters, technical assistance, site visits, and other means as appropriate. With the assistance of the Regional Offices, OPI will conduct 20 inspections each quarter.
- OPI will maintain the easement database, to ensure that contact and property information is accurate.
- OPI will work with the Easement Committee to review requests for approval for alterations to properties in a timely manner.
- OPI will begin a project to verify easement property boundaries and provide information for inclusion in Data Share Survey System. Target: design the project in cooperation with CoVA and verify property boundaries for one county as test case.

Project Review

ORC will review state and federal projects under environmental and preservation laws with an anticipated review/consultation caseload:

Type of Action	Federal Projection	State Projection
Additional Information Provided	600	160
Survey	45	10
Eligible	50	10
No Effect	720	200
Not Eligible	80	40
No Adverse Effect	450	85

Conditional No Adverse Effect	120	10
Memorandum of Agreement	10	4
Programmatic Agreement	8	1
Technical Assistance	480	80
Adverse Effect	40	10

ORC will review and/or issue and monitor state permits:

Permit type	Projection
Burial permits	6
State Lands (archaeology) permits	14
Cave Permits (reviewed)	4
Underwater Permits (reviewed)	2

ORC will encourage in cooperation with federal and other state agencies through training and review procedures smart managing growth and for good stewardship of natural and historic resources in advancement of Governor Kaine's initiatives to strengthen the link between land use and transportation and to support open space preservation by

- Working with VDOT's Innovative Project Delivery staff to train a minimum of 2 local governments in historic resource stewardship and planning;
- Including a streamlining stipulation in the Programmatic Agreement with the Corps for the State Program General Permit addressing linear transportation projects; and,
- Working with our federal partners in the 106 process to ensure that a minimum of 5 Memorandum of Agreement /Programmatic Agreements will include open space easements as mitigation.

ORC will continue to streamline procedures for state and federal projects by developing a minimum of five agency-specific operating protocols, programmatic agreements and categorical exclusions established to streamline the review process and to support state wide goals of improving transportation, safeguarding the environment, supporting the military, supporting local and regional economies, and efficiencies in state and local government.

- Transfer of the federal 106 responsibility for the State Program General Permit from the Corps of Engineers to the Department of Environmental Quality; and from the Federal Highway Administration, Corps of Engineers, the Tennessee Valley Authority to the Virginia Department of Transportation for highway projects.
- Programmatic agreements with Fort Monroe and with Fort Belvoir for the BRAC process, with Fort Belvoir for Implementation of the Historic Resources Management Plan, with Quantico for Routine Activities and with the National Guard Bureau and the Virginia National Guard for Military Training Activities.
- An agreement for HUD- funded activities state-wide and for at least two entitlement communities.
- Programmatic agreements are anticipated to be executed with the Federal Energy Regulatory Commission for Routine Pipeline Maintenance as well as for the Smith Mountain Lake Relicensing, with National Park Service Colonial National Historical Park for implementation of the Fire Management Plan, with the National Park Service Units of the Colonial National Historical Park and the Petersburg National Battlefield for all Park activities, as well as the Virginia Office of the Fish and Wildlife Service for the Partners and Wildlife Program and Natural Resources and Damage Assessment program.

ORC will provide cross training to regional office staff and others who may have an interest in 106, NEPA and other environmental laws pursuant to the agency COOP in anticipation of emergency situations such as bird flu.

Comprehensive Planning

DHR in cooperation with other state agencies will provide training for local governments on existing tools for managing growth and for good stewardship of natural and historic resources in advancement of Governor Kaine's initiatives to strengthen the link between land use and transportation and to support open space preservation.

Regional offices, in addition to working with local governments on survey and planning projects funded through the Cost Share Survey Program and through the Certified Local Government Program, anticipate provide planning services in support of regional and local planning efforts in the following communities:

- CRPO: Dinwiddie County (historic preservation component of comprehensive plan); City of Richmond (downtown plan)
- NRPO: Clarke County; Augusta County; Town of Stephens City, Frederick County
- RRPO: Town of Rocky Mount, Franklin county; Scott County &/or Gate City; City of Lexington, Jordans Point.
- TRPO: Isle of Wight County; Gloucester County.

Certified Local Governments

DHR will manage 2007-2008 CLG grants for successful closeout by September 30, 2008:

- Clarke County (North Blue Ridge Historic District Nomination)
- City of Fredericksburg (Workshop)
- City of Roanoke (Workshop)
- Loudoun County (Guidelines Update)
- City of Petersburg ((Workshop)
- City of Staunton (CLG Training)

CLG Coordinator will review priorities, solicit, and appoint a team to review applications, and select projects for 2008-2009 awards.

CLG Coordinator will update files on all CLGs, prepare an annual report and evaluate the status of eight CLGs (selection to be determined in consultation with CLGs and regional offices) .

CLG Coordinator will assist in providing CLG two training sessions, including a statewide training workshop for CLG/ARBs at the Statewide Preservation Conference in 2008 and at another venue.

Promote program and make CLG promotion presentations on request. Targets may include:

- City of Chesapeake
- City of Portsmouth
- Town of Purcellville
- City of Hopewell
- Town of Stephens City
- Town of Front Royal

CLG Coordinator will work with APVA in exploring the possibility of establishing a statewide ARB alliance.

Federal Covenants

Community Services Division will contact property owners and/or monitor sensitive treatment and public accessibility of 2 historic properties with existing federal covenants through monitoring individual properties in tandem with inspections associated with state grants and easements.

Property Name	Location	Region	Exp. Date	Q1	Q2	Q3	Q4
Bank of Accomac	Accomack	TRPO	6/5/2008				
Flint Run Archaeological Site	Warren	NRPO	6/9/2008				

State Historic Preservation Grants

- Manage the state historic preservation grants program, providing information and technical assistance as required. Manage 55 state historic preservation grants awarded by the 2007 General Assembly and continue to administer 32 carry forward grants awarded by the 2006 General Assembly, assist applicants as needed with grants applications and grant questions regarding historic and non-historic grants; and assist former grant recipients with help on maintaining their historic properties.
- Continue to maintain a DHR State Grants Project Database and update it as needed.

Administer 2007-08 Round of Civil War Preservation Grants.

Archaeology

(Archaeological resources and activities are included in most other sections as well)

The State Archaeologist will:

- Work with the Archaeological Conservancy to acquire and preserve two archaeological sites in Virginia in FFY 2008. Targets include: the Bryant site, Hurt Power Plant site, and the Pamplin Pipe Factory.
- Add approximately 50 sites to the Priority Archaeological Sites List (created in 2007) with the aid of COVA and ASV members. The list is intended to encourage education, stewardship, easement establishment, and other means of site protection.
- Continue writing the State Archaeological Plan, completing all remaining prehistoric sections with a session (including those chapters) to be presented at the annual ASV meeting during Virginia Archaeology Month 2008. A DHR and Academic Summit is scheduled for October 11, 2007 where Virginia universities with programs in archaeology will make presentations on their programs.

TRPO will coordinate, with assistance from other regional office archaeologists and the State Archaeologist, the Threatened Sites Archaeological Research Program, minimally including research and related services on the following sites:

- Arrington (44WG27) Analysis
- Great Neck (44VB7) Analysis
- Lowndes Pottery (44PH475) Analysis

- River Creek (44Y067) Final Report
- Mathews County Shoreline Survey
- Northampton County Underwater Assessment
- Virginia Archaeobotanical Database

DHR will consult with COVA, ASV and VCI in evaluating and ranking 2008-2009 proposals for Threatened Sites projects. Field offices will assist in evaluating proposals, prioritizing sites for funding, and provide volunteers with opportunities to contribute to DHR Threatened Sites archaeological projects.

DHR Collections staff will provide leadership and services designed to enhance management, research, and interpretation of archaeological collections held by other institutions statewide

- Work with COVA Curation Committee to improve collections management statewide by:
 - Requesting spreadsheets and databases detailing information on collections held by institutions and organizations throughout the state. This information will be entered into a comprehensive, relational database to be designed in 2009 as a state-wide inventory of Virginia's archaeological collections.
 - Creating and presenting to Committee for approval, an evaluation form to assess collections management practices; begin using this form in 2009.
- Provide collections management guidance and training to a minimum of five organizations.
- Provide conservation services for other state agencies and museums such as JYF, VHS, VMNH, and Ft. Lee, as requested.
- Oversee interns and volunteers to rehouse and evaluate 280 boxes of artifacts from Curles Plantation in the VCU collection; re-organize and inventory the VCU box collection in their warehouse.
- Evaluate one quarter of the archaeological slides and scanning selected representative images for DHR image database

Objective 1.03

To advance state leadership by example in the stewardship of state-owned historic properties

Overall success toward objective 1.03 will be assessed through the following measures:

- **Number of State-owned historic properties added to the Virginia Landmarks Register (Measure Baseline: 14 total (SFY 2002); 44 total (SFY2005) ; Measure Target: +10 (SFY2007/2008)**
- **Number of state-owned historic properties inspected to monitor condition of significant historical attributes (Measure Baseline: 30 (SFY 2003); Measure Target: ≥30 per year)**
- **Number of state-owned properties considered for preservation purposes, placed under treatment or management agreements (Measure Baseline: 2 in SFY 2002; Measure Target: 4 in each of SFY2007/2008)**

2007-2008 Strategies for Objective 1.03

Identify and develop a biennial list of historic properties on state-owned property that are eligible for listing as Virginia Historic Landmarks but which have not yet been registered and a biennial list of significant historic properties on state-owned property, whether registered or not, that are

threatened with deterioration, neglect, or loss for inclusion in the second biennial report on Stewardship of State-owned Historic Properties by March 2009, In 2008 ORC and the State Stewardship Steering Committee will

- Develop and implement a plan with strategies and timetables for evaluating existing survey data, contacting and initiating consultation with key agencies, working with those agencies re re-evaluate property holdings,
- Conduct training for key agencies in managing historic properties (number and dates to be determined)
- Develop appropriate plans and strategies for resurvey, and/or treatment as appropriate;
- Develop a reporting strategy for tracking progress of state agencies in meeting the historic properties element of the management scorecard and in addressing issues as part of the biennial reporting cycle;
- Develop criteria and strategies for evaluating properties and threat as well as strategies for applying these to identified properties by June 2008 for inclusion in the 2009 report.

Work with land-owning agencies to identify and register significant historic properties. Targeted state-owned properties for listing to the VLR for FY08 and FY09 include: Pocahontas State Park (DCR); Twin Lakes State Park (DCR); Bear Creek Lake State Park (DCR); Holiday Lake State Park (DCR); High Bridge (DCR); Clark Hall (UVA Law School); Sitterding/Gilbert Hunt House, 901 Floyd Avenue (VCU); Lexington Plantation (Masons Neck State Park/DCR); Robinson House (VMFA); Virginia Tech Properties: Lane Hall, Burris Hall, War Memorial Chapel, Virginia Tech Historic District (VT); University of Mary Washington Historic District (UMW); College of William and Mary, colonial revival historic district (W&M); Hibbs Bridge (VDOT); Ninth Street Office Building (DGS); Old City Market (VCU); JMU Historic District (JMU); Virginia Supreme Court Building (DGS?).

Conduct ≥30 site-visits and inspections to assess condition of historic properties on state lands

Work with the Department of Conservation and Recreation planning staff to develop at least 2 master plans/treatment plans for historic architectural properties at existing and proposed State Parks. Targeted properties are Foster Falls and Hillsman House.

ORC will continue to work with VDOT staff to encourage the development of VDOT procedures to ensure the protection and consideration of historic properties under the jurisdiction of VDOT.

Goal #2:

Practice good stewardship, including good care and management and effective use of the information, records, and artifacts that the department holds in trust for the citizens of the Commonwealth

Objectives for Goal #2

Objective 2.01

To improve the high quality, quantity, and use of historic resource inventory products, and services

Overall success toward objective 2.01 will be assessed through the following measures:

- **Number of customers conducting research in the DHR archives or using DHR research services (Measure Baseline: 1588 customers served (calendar 1997); increased to 5360 in SFY2005; Measure Target: ≥5400 in each of SFY2007 and 2008)**

2006-2007 Strategies for Objective 2.01

DHR Archives Staff will:

- Make historic resource survey records available through onsite research and archives search services to an expected 5,400 users .
- Process and accession in a timely fashion an expected intake of 5,000 new survey records and 250 cultural resource management reports, plus incorporation of several thousand pieces of correspondence, newspaper articles, etc. into existing property files.
- Complete conversion of card catalogue for Library's monographs and dissertations into new Access electronic catalogue in SFY 2008.
- Rehouse DHR's slide and negative collections in new compact shelving in Archives by end of SFY2008.
- Continue cleanup of records within the Data Sharing System (DSS); merge records of individually recorded properties that are also recorded as contributing historic district resources with target date for completion by end of SFY2008.
- Continue comprehensive data entry for architectural survey records, with target date for completion by the end of SFY2008.
- Continue verifying and updating current digitized mapping layers in DHR's geodatabase (GIS) to ensure an accurate base line, with a target date for completion of Archaeology resources by the end of SFY2007, and Archaeological resources by the end of SFY2008.
- Continue adding currently unmapped architectural resources on hard copy USGS quad maps and GIS for use in the DSS; targeted for completion by the end of SFY2008-2009.
- Continue to add newly recorded archaeological and architectural resources to the GIS, with uploads into the DSS occurring on a weekly basis.
- Continue working with localities to integrate more local parcel layers into DHR's geodatabase (2006 baseline – 24 local parcel layers in GIS); All localities with contact information were approached in the winter of 2007, 45 localities provided parcel data. Continue to seek more local data as it comes online over the next year.
- Incorporate key internal agency Access databases into the DSS during SFY2008.
- Incorporate images files (including nominations) into DSS during SFY2008.
- Incorporate VDOT sponsored DSS enhancements to the database in SFY2008

Archives staff will continue enhancement of agency GIS systems including DSS:

- GIS enhancements – incorporate a second phase of GIS enhancements in the DSS user interface in SFY2008
- Restructure and optimize geodatabase
- Write script to automate update procedure or move into ArcSDE to reconcile.
- Metadata
 - Write/develop metadata for DHR data layers.
 - Make sure metadata is included in all data received from exchanges/acquisitions
- Maintain GIS Data Tracking spreadsheet
- Contact organizations frequently/biannually/annually for data layer/set updates
- Spatial Data Agreement Form revision – this is important and should happen this fall; the current agreement is not clear enough or forceful enough.

- Fuzzy Archaeology Data-implement archaeology site protection measures when information is made available to public
- Remap Eligible architectural resources

RID and ORC will work together to

- Revise the archaeology site form to include a field that states whether a site is located in VDOT ROW or in future ROW;
- Prepare and distribute a written policy to VDOT and its consultants on completion of the new site form field.
- ORC will add a section to its internal report review form to ensure that reviewers check for that information.

2.02 Maintain and manage the state's archaeological collections of approximately 6 million objects, and associated records

State Archaeologist and Archaeological Collections Staff will:

Integrate approximately 90% of all archaeological collections acquired from CRM firms and other sources within 2 months of their arrival.

Catalogue and care for the collections with the assistance of part-time staff and interns, rehousing 50 boxes of artifacts.

Provide conservation support for collections including pre- and post-exhibit condition assessments and technical support as requested.

Continue a programmatic/comprehensive preventive conservation program for collections held by DHR. Monitor collections' environment with goal of decreasing incidence of insect pests by 25%. Devise system to evaluate threat of infestation from incoming collections based on their previous history.

Seek outside funding for treating metals in DHR collections; possible sources being investigated include IMLS and NPS-SAT programs.

Continue the volunteer program for Collections and make available to ASV, Certification Participants, and general public. Add six fall sessions with a goal of 50 volunteers contributing 1000 hours during the Sept. through May program.

Continue to evaluate and address growing pressure on space for long term curation of collections at the DHR Kensington Avenue facility:

- Work with archives staff to relocate agency slide collection to the archives
- Work with Fort Lee repository and VMNH toward goal of transferring collections (at least 200 boxes in 2008) there from DHR repository, creating more space for acquiring collections at DHR. Continue to provide technical assistance as needed.

Objective 2.03 Analyze and rebury human remains in DHR's care.

The State Archaeologist and Archaeological Collections Staff will revise by March 2008 the current plan to rebury all human remains in DHR's care. This plan will include strategies and a timetable for

- Resolving any related permit issues,
- Consulting with the Virginia Council on Indians, tribal leaders, family descendants, and other appropriate associated persons and organizations and the NAGPRA on locations and procedures for reburial or other long-term disposition.
- Consultation will begin no later than May 2008 with a target of completing disposition of 75% of individual remains within one year of reaching agreement among consulting parties.

Objective 2.04 Promote the use of DHR's uniquely comprehensive collections for research and interpretation.

The State Archaeologist and Archaeological Collections Staff will:

- Contact five universities with potential topics for dissertations, theses, and senior papers based on DHR collections.
- Advertise availability to scholars, professional archaeologists, museum professionals and historical societies.
- Provide access and space to work. Annual goals of 5 loans of collections for research, tracked on outgoing transactions database, and 20 researchers using collections study room, tracked on sign-in sheet.
- Provide support and/or objects to 5 small museums and other venues for collections-based exhibits and interpretive programs in their facility. This will advertise our resources and encourage other organizations to use them. Current requests include: Jamestown/Yorktown Foundation, Governor's Land, Smithsonian, Virginia Historical Society, King William County, Clarksville Regional Museum, Chesterfield County Museum, Chrysler Museum, the Library of Virginia, Danville Science Museum, Gloucester County, and Mathews County.
- Track day-by-day use of collections and Collections Section facilities by recording number and purpose of visitors to offices, lab, and study collections room.
- Update section resources by purchasing reference works on Virginia archaeology, collections management, and conservation.
- Develop an exhibit based on the activities of the Collections Section and display it at conferences and events, including the ASV/COVA Annual Meeting, and MAAC.
- Promote the analysis of copper, soapstone, chert, and jasper.
- Establish and enhance educational potential of prehistoric ceramics, projectile points, Virginia historic ceramics, and glass study collections.

Goal #3:

Get the word out about the value of historic resources in educational and economic success and the tools available to put resources to work

Objectives for Goal #3

Objective 3.01

To increase knowledge and appreciation of Virginia's historic assets and how to use them for economic, educational, and civic benefit of communities throughout the Commonwealth

Overall success toward objective 3.01 will be assessed through the following measures:

- **Number of participants trained by DHR training programs or classes (Measure Baseline: 2300 in SFY2003; Measure Target: ≥2,500 in SFY2007)**
- **Number of participants reached by DHR environmental education programs (Measure Baseline: 8,000 in SFY2003; Measure Target: ≥12,000 in SFY2007)**
- **Numbers of Historical Highway Markers placed on Virginia's highways (Measure Baseline: 2100 historical highway markers total; 66 new or replacement markers approved in FY2005; Measure Target: +25 I SFY2007)**
- **Number of participants reached by DHR education programs emphasizing Virginia's rich diversity (Measure Baseline: 2,000 in SFY2003; Measure Target: ≥6,000 SFY2007)**
- **Number of new or replacement historical highway markers that reflect Virginia's rich diversity (Measure Baseline: 209 total by end of 2003; Measure Target: +25 through SFY2008)**

2006-2007 Strategies for Objective 3.01

Conduct or cosponsor historic preservation-related training for public agency and local officials, developers, property owners, etc. about in statutory requirements for historic resources and/or available preservation tools to support community goals.

- Collaborate with the APVA Preservation Virginia to provide three training workshops. (Fall 2007—Summer 2008) and develop a statewide preservation conference in Richmond in Fall 2008
- CLG Coordinator will assist in planning for a statewide training for CLG/ARBs at the Statewide Preservation Conference in 2008 or at another venue such as the third annual Restore Virginia Conference.
- State Archaeologist, Community Services, PI and ORC staff will collaborate to provide a minimum of three training sessions to the Department of Forestry staff and private landowners on best management practices for historic properties, good stewardship, 106 and easements at three regional workshops.
- RID will conduct a minimum of 2 Register community presentations during the year, including a discussion on how to complete the form and how to write effective statements for Sections 7 and 8. Potential target communities include a return to Stafford County (for a workshop session) and Hanover County (basic presentation and possibly workshop)
- RID will create a Historic Districts Power Point for use in public meetings, educational sessions, etc. for use by anyone at DHR with some minor modification if necessary to suit target audiences or locations—the PP would be posted on DHRnet for all staff access—possibly adapt the PP for posting on Register web area.
- Register staff will conduct a minimum of 1 consultant workshops, open to in-state and out-of-state contractors who either regularly work with DHR or intend to explore designation work.
- Archives and Register will sponsor internships—possible target institutions: VCU/JMU/UVA/UMW
- The Office of Preservation Incentives (OPI) will conduct monthly “open house” sessions, during which tax credit review staff will answer questions and provide preliminary guidance to members of the public regarding current or potential tax credit projects. OPI staff will also hold one session each quarter in a Regional Office, so to reach the public in all areas throughout the state. Target: 12 Open House sessions in Richmond Office and 4 in Regional Offices.
- OPI will present training sessions for tax credit consultants and architects on targeted topics to provide a better understanding of the application process and *Secretary of the Interior's Standards for Rehabilitation*. Target: 2 training sessions per year.

- OPI will conduct at least 12 workshops or presentations on the rehabilitation tax credits for property owners, historical societies, real estate professionals, bankers, accountants, and others.
- OPI will distribute quarterly e-newsletter to project applicants, consultants, architects, and preservation partners via email. Newsletter will highlight successful projects and provide technical guidance.
- OPI will distribute summary of results of Economic Impact Study, and have the full technical report available on-line.
- OPI will conduct a training workshop with conservation partners to discuss responsible cultural resource management, in particular archaeology and battlefields, and DHR's process for review and approval of proposed work.
- OPI will assemble binder for new easement property owners that will include the deed of easement, easement program policies and procedures, inspection documents, and any other relevant information.
- Collections staff will seek out and manage a target of 5 internships and/or work study student assistants with VCU and other post-secondary institutions.
- ORC will collaborate with VDOT in their annual training sessions for Transportation Enhancement applicants at locations throughout the state. These programs encourage heritage tourism as well as downtown revitalization.
- ORC will collaborate with the Richmond Office of HUD to provide training workshops for HUD staff and for entitlement communities and other entities. This training is aimed at helping local governments to meet their planning/economic development goals. In addition ORC will collaborate with Rural Development to provide two training workshops for area offices, Planning District commissions and consultants.
- ORC will collaborate with Corps Regulatory Branch to provide one training workshop and field experience.
- ORC will provide two workshops on burial laws and cemetery preservation for other state agencies and local governments
- ORC will provide a workshop for DGIF staff in the Fisheries Division
- State Archaeologist, Community Services and ORC staff will collaborate to provide a minimum of 3 training sessions to the Department of Forestry staff and private landowners on best management practices for historic properties, good stewardship and 106.

Conduct or cosponsor educational activities for teachers, students, citizens, preservation organizations, government officials, etc. to foster a greater understanding and appreciation of historic resources.

- The exhibit on Three American Beginnings: Jamestown, Quebec and Santa Fe, co-sponsored with Virginia Historical Society will travel to St. Louis, Missouri from October 2007-March 2008, to Quebec from May to October 2008, to Santa Fe from October 2008 to March 2009, and finish at the National Museum of American History from May to October 2009.
- Participate in planning and execution of the Environment Virginia 2008 Conference to be held in Lexington on April 2008
- Collaborate with National Park Service's Chesapeake Bay Gateways Program, Department of Conservation and Recreation, Chesapeake Bay Foundation, Maryland Historical Trust and others to accomplish the following objectives:
 - Review and evaluate Chesapeake Gateway grant proposals and work with Gateway staff to ensure that Section 106 review requirements are properly incorporated into the grant-making process.
 - Assist in developing strategic goals and outcomes for the program

- Assist in developing a “Friends of Chesapeake Gateways” support partner organization
- Collaborate with Sweet Briar College in developing a preservation resource center at the College and organizing and presenting a major conference on sustainability and historic preservation.
- Make presentations to historical societies, preservation organizations and other groups as requested.
- Collaborate with interested property owners, the College of William and Mary, and Virginia Indians in continuing research and disseminating results to both the public and the professional community for Werowocomoco in Gloucester County.
- Make presentations to historical societies, preservation organizations and other groups as requested.
 - State Archaeologist and Collections staff will present at least 5 presentations at professional meetings and conferences and
 - Conduct at least ten tours and educational programming in the DHR Richmond lab and VHS museum for university archaeology classes, field schools, and other educational groups.
 - Each regional office will make a minimum of 12 educational presentations to historical societies, preservation organizations and other groups.
 - CRPO will give presentations at ACORN workshops – one in fall and one in spring.
 - RRPO will continue African American Heritage Education Outreach in Roanoke City Schools.
- Coordinate Virginia Archaeology Month, developing theme, poster, calendar of events, and mailings to prospective hosts and participants.
- Participate in VRUEC and collaborate with other VRUEC members. Update information on DHR programs and resources for VaNaturally Education guide website. Promote DHR at Environmental Education Conference and Professional Development Meeting for VaNaturally Partners.
- Conduct at least two archaeological field school programs through agency and private sector partnerships: Keyser Farm with USFS and ASV and Chippokes Plantation State Park with ASV and State Parks.
- Continue cooperative interaction with ASV to provide meeting space and artifact processing and learning opportunities.
- Prepare and staff displays and activity booths promoting historic preservation and DHR programs at five or more venues.
- Promote agency educational products, including Solving History’s Mysteries, ARKS (Native American and African American), and other sponsored/co-sponsored exhibits and events.
- ORC will explore opportunities for education of the general public on burial laws and cemetery preservation to local governments

Increase official public recognition and public awareness of historic places representing Virginia’s rich and diverse historic heritage

- Register a minimum of 12 historic properties that recognize persons or events associated with diversity themes as Virginia Historic Landmarks (included in register section above)
- Reach a minimum of 1500 citizens, teachers, and students through diversity in history educational programs. (See general education strategy as well.)
- Feature diversity preservation topics in publications and Web site:
- Conserve at least ten Native American or African American artifacts.

- Maintain and strengthen DHR's partnership with Virginia Council on Indians by working with the Council on common educational goals.
- Partner with COVA and ASV in organizing and conducting two 1-day workshops, one on Native American ceramics and one on Native American projectile points, giving professionals a forum to present papers and exchange samples and information.
- Complete by October 2008, in partnership with Virginia Museum of Natural History (and with input invited from VCI) an adaptation of the VMNH exhibit, *Three Cultures, Three Stories*, for web delivery, extending its reach statewide (and beyond).
- Update remaining Native American ARKs in regional offices and other locations with the new teachers' guides and additional new or replacement materials in conjunction with visits to Regional Offices.
- ORC will continue to work with the Virginia Council on Indians, the state recognized tribes and Federally recognized tribes with an interest in Virginia to ensure that the native community has a voice in the environmental review process
- DHR's Historical Highway Marker program will
 - Leverage a minimum of 10 diversity-themed markers from private sponsors
 - Complete approximately 100 new and replacement markers focusing on diversity subjects over the next three years using a 2007 Transportation Enhancement Grant. Staff will work with the Diversity Committee to choose, research, write, and gain board approval for a targeted 34 markers in SFY 2008.
 - Develop a highway marker PowerPoint presentation that will have a diversity emphasis and create a highway marker traveling display.
 - Reconstitute the agency Diversity Committee and establish a protocol or editorial review of highway markers
- RID will focus on increasing Women's Diversity subjects for marker and register designation.
- RID will develop a plan to establish a Freedman's Bureau Trail; complete an online itinerary (NPS), use highway markers to designate sites, and develop a plan for a book (will need to seek a co-sponsor for funding.).
- RID will develop ideas/plan for celebrating the 150th anniversary of the Emancipation Proclamation: September 22, 2012. Actions this year may include forming a committee (DHR staff and outside government parties). Among the possible project under consideration is a book proposal that would chronicle laws that developed from 1862 to present, related to the concept of Civil Rights. The target is to complete a plan that lists products during 2008 and to seek out possible partners that may take part in the planning as a steering committee.

Develop new educational tools for use by DHR, teachers, museum educators, etc.

- Create a resource "kit" (on-line and/or in print) of tools and opportunities to give to a community after register designations have been made to help them take civic pride and recognition to the next step of education and outreach.
- Complete the Maggie Walker Teaching With Historic Places lesson plan and incorporate this and other TWHP concepts into the various community "toolkits" in production,
- Develop and publish a "Guidebook for Historic Property Owners" Suitable for Statewide Use.
- Distribute at least thirty copies of the archaeological conservation CD produced by the Mid-Atlantic Conservators Group.
- Create three new storyboard displays of Archaeology and Collections activities for ground floor lobby windows.
- Create a collections management exhibit for upcoming professional meetings.
- Complete the Maggie Walker Teaching With Historic Places lesson plan and if appropriate pursue acceptance of it by the TWHP program at NPS.

Expand potential of the DHR Website:

RID will:

- Continue conversion of the Website to meet CSS accessibility mandates and ongoing assessment of the site pages for compliance;
- Develop more fully the educational potential of the DHR Website. Some possibilities under consideration include:
 - Exploring the feasibility of reinstituting the DHR newsletter in a digital format via the internet or as an e-mail newsletter.
- Contract to produce additional archaeology-based interactive module for DHR website illustrating projectile point and prehistoric ceramics typologies.
- Create and publish to website the Calendar of Events for Virginia Archaeology Month.
- Create an interactive highway marker section for DHR website to be completed December 2007
- Complete work on Rosenwald Schools feature web pages in 2008
- Create a feature page for Virginia's Washington-Rochambeau sea and land routes survey project
- Create a web page section to Highlight Cost Share program
- Create a web page section to highlight the Threatened sites program

ORC will:

- Develop more fully the educational potential of the DHR Website for environmental review. Some possibilities under consideration include viewshed analyses and cell tower reviews.
- Provide link on web site for Advisory Council's guidance on Native American consultation, NAGPRA, FCC's Tower Construction Notification System for Outreach to tribes, as well as to Virginia Council on Indians and Virginia Tribes. to increase general knowledge of the role of the Native community in the environmental review process.

Pursue an active publications program including:

- The annual journal *Notes on Virginia* to include standard articles on register, tax credit projects, and historical highway markers, plus articles on
 - Roanoke's one-time thriving African-American Henry Street business district
 - Fort Monroe's fabulous history
 - An overview of Virginia's underwater prehistoric and historic archaeological sites;
 - Virginia's "lost" communities, based on a project underway with Virginia Tech's Community Design and Assistance Center
 - Develop highway marker informational brochure
- Other publications: Update, revise, reprint and distribute informational and advisory publications that DHR customers need to meet their preservation goals and to use DHR services, including
 - A Year End Report;
 - Archaeological technical and research reports, as scheduled;
 - Press releases and promotional efforts to raise awareness and encourage community involvement in Historic Preservation Week, Virginia Archaeology Month, highway marker and register listings, and CLG and cost share awards.
- Work toward revised editions of the following two titles:
 - *Virginia Landmarks of Black History* (target for updated edition: 2010)
 - *The Virginia Landmarks Register* (target for updated edition: 20011) with the possibility of making the next edition a web publication.

- Pending a partnership and funding from DCR, a special issue of *Notes on Virginia* in Spring 07 dedicated solely to the Civilian Conservation Corps structures and landscapes in the state, including the first six state parks, portions of the Blue Ridge Parkway, and other places throughout the state.
- Publish an article on *Virginia's Kent County, England Connections* either in *Notes on Virginia* and/or as a webpage.

Bring archaeological research to completion through reports available to scholars and the public alike:

- RRPO will prepare a collaborative report with Virginia Tech on archaeological and anthropological research at Kentland Historic and Archaeological District, Montgomery County.
- TRPO with regional office archaeologists and the Richmond office curation staff will prepare two Threatened Sites project manuscripts suitable for publication, following recommendations of publication priorities by VDHR/ASV/COVA Threatened Sites Committee.
- TRPO with the DHR/ASV/COVA Threatened Sites Committee will continue to implement a plan for publishing the Jordan's Point excavations, completing first phase with publication of popular report.

Pursue an active Historical Highway Marker Program that responds to client applications for new Historic Highway Markers, actively encourages private sponsors to come forward, encourages/leverages private sponsorship of markers, and both produces and leverages public and private sponsorship of markers reflecting Virginia's rich diversity for a target of 30 new marker texts approved by the Virginia Board of Historic Resources through June 2008.